



37.5	Business Administrator	Job Description
<b>Direct Report</b>	Administrative Services Director	Grade J \$73,706 - \$91,644 Expected hiring range \$73,706 - \$79,658
<b>Department</b>	Administrative Services	FLSA Exempt
<b>Division</b>	Operations	Bargaining Unit Non- Union
<b>Date</b>	December 2015	Location Town Hall

### Summary

Responsible for a variety of complex administrative and technical work involved in the management and oversight of the business functions of all town departments. Ensures that the Town follows applicable Massachusetts General Laws and engages in cost effective procurement procedures.

### Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Analyzes internal financial and budget related matters and conducts research as necessary. Maintains budget history and assists in multi-year budget forecasts.
2. Compiles and analyzes external peer community statistical studies and budget data.
3. Assists all Town departments in developing operating and capital budgets annually.
4. Provides analytical support for development of programs and policies affecting the budget.
5. Responds to financial and budget related inquiries from the general public.
6. Provides financial and budget support to the Finance Committee and other volunteer boards and committees.
7. Assists Administrative Services Director in communicating financial matters to staff and to the public via the town website, social media and other methods.,
8. General supervision to Purchasing Agent and other clerical, administrative, and professional staff as assigned. Organizes and delegates duties to subordinates performing diverse duties.
9. Oversees and monitors all purchasing and procurement operations and activities to ensure cost effectiveness and compliance with Massachusetts General Laws.
10. Assists Administrative Services Director and Town Manager or designee with the administration of executed contracts.
11. Provides financial support for collective bargaining and other personnel agreements.
12. Perform analysis of organizational work processes to determine if efficiencies can be achieved.
13. Conduct special projects at the request of the Administrative Services Director or Town Manager.
14. Coordinates MIIA Rewards program and Safety Committee.
15. Administers See, Click, Fix program.
16. Performs other duties as required or assigned.

### Peripheral Duties

1. Participates in various committees, as assigned.
2. Regularly updates knowledge by reading and studying journals/periodicals in the area of expertise, meeting with others in the field, including the Massachusetts Association of Public Purchasing Officials, and/or attending specialized training courses/seminars.

### Supervisory Responsibility



## Business Administrator, Cont.

1. Exercises general supervision over Purchasing Agent and clerical, administrative, and professional staff as assigned.

2.

### **Competencies**

Personal Effectiveness	Credibility / Confidentiality	Thoroughness & Attention to Detail
Collaborative Skills	Communication Proficiency	Resource Management
Technical Knowledge	Planning & Organizing	Quality Control
Discernment/Judgment	Problem Solving	Customer Service

### **Work Environment**

Work is performed in an office environment. The noise level is usually quiet.

### **Physical Demands**

While performing the duties of this job, the employee is frequently required sit and talk or hear. The employee is occasionally required to walk, balance, stoop, kneel, crouch, crawl, use hands to finger, handle, or operate objects, tools, or controls, reach with hands and arms, and operate a motor vehicle. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

### **Work Hours**

This is a full time position with typical 37.5 hours per week, 7:30am to 5:30pm Monday through Thursday except through 7:00pm on Tuesday.

### **Minimum Qualifications**

1. Graduation from an accredited college or university with a Bachelor's Degree in Business Administration, Business Management, Finance or a closely related field; and
2. A minimum of five (5) years of progressively responsible experience in office management, within a government environment, including budgeting and communications.
3. Any equivalent combination of education and progressively responsible experience, with additional work experience substituting for the required education on a year for year basis.

### **Special Requirements**

1. Must possess and maintain a valid State driver's license or have the ability to obtain one prior to employment;
2. Must be a Massachusetts Certified Public Purchasing Official (MCPPO) or be able to obtain certification within 18 months of employment.

### **Additional Knowledge, Skills and Abilities**

1. Knowledge of budgeting and related financial management practices;
2. Basic understanding of the Massachusetts General Laws relating to municipal government, particularly the Uniform Procurement Act and other procurement laws and regulations;



## Business Administrator, Cont.

3. Basic understanding of local municipal By-Laws, including personnel;
4. Working knowledge of the principles and practices of modern public administration;
5. Excellent organizational and multi-tasking skills;
6. Ability to organize and delegate duties to subordinates performing diverse duties and to coordinate activities to achieve and maintain the desired level of municipal services;
7. Skill in developing and maintaining favorable public relations;
8. Ability to exercise independent judgment in the application of prescribed procedures and methods;
9. Excellent conceptual thinking and problem-solving skills;
10. Ability to communicate effectively, orally and in writing;
11. Ability to establish and maintain effective working relationships with employees, supervisors, Town Officials, other Town departments, outside agencies, vendors, contractors, union officials, and the public;
12. Skill in the operation of computers and assigned software, including Microsoft Office, Munis, CommBuys, and SeeClickFix.
13. Skill in the operation of all office equipment;
14. Working knowledge of modern records management techniques;
15. Ability to supervise, guide, direct, and motivate employees and volunteers;
16. Ability to maintain confidential information.

### **Other Duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice as needed by the Town of Reading within the scope of departmental needs.

### **Signatures**

This job description has been approved by all levels of management:

Town Manager: \_\_\_\_\_ HR: \_\_\_\_\_

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee: \_\_\_\_\_ Date: \_\_\_\_\_